



Manager's Report

For Council Meeting February 25, 2003

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Antiques & Then Some	32 S King St	Retail - Antiques
Application Integration & Imaging Solutions LLC	207 Paddock Ct NW	Consulting
Burke's Faux Finishes	502 Ginkgo Ter NE	Decorative Painting
Cleveland, Beth R	207 E Market St	Retail – Antiques
Deli Express	803 Sycolin Rd SE	Restaurant - Deli
Frog's Leap Antiques	32 S King St	Retail- Antiques
Hampton Inn & Suites	117 Fort Evans Rd NE	Hotel
Mydietguide LLC	584 Tuliptree Sq NE	Internet Diet Guide
Rouge Boutique & Spa	17 S King St	Boutique & Spa
Seneca Remodeling	101 Hancock Pl NE	Remodeling
Torsten Seling	227 Town Branch Ter SW	Handyman Services
World Martial Arts Academy	407 E Market St	Martial Arts
Zahniser Enterprises	815 Cattail Ln NE	Internet Sales

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period February 8 through February 21, 2003

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Megan Gedney	Planner	Planning & Zoning
John Romberg	Utility Plant Operator Trainee	Water Pollution Control Facility

<u>Terminations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

MANAGER'S REPORT
DIVISION OF CURRENT PLANNING ACTIVITY

**PLANS REVIEWED DURING THE PERIOD OF:
FEBRUARY 4, 2003 TO FEBRUARY 19, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Kincaid Forest, Section 7B	Revision to Approved Construction Drawings	1 st	Sanitary sewer relocation
Kincaid Forest, Section 12A	Revision to Approved Construction Drawings	1 st	Sanitary sewer relocation
Leesburg Country Club	Boundary Line Adjustment	Approval	
Goddard Day care	Preliminary/Final Development Plan	2 nd	Proposal for an 8000 square foot Day Care Construction
Jafari Office Building	Preliminary/Final Development Plan	1 st	Construction of an 7170 square foot office Building
Battlefield Market Place	Final Development Plan	2 nd	223,921 square foot commercial retail development (Costco and Target)
Potomac Station Battlefield Parkway, Phase II Public Improvements (Potomac Station Retail)	Right-of-way & Easement Plat	2 nd	
Stat Pontiac Preliminary/Final Development Plan	Preliminary/Final Development Plan	1 st	Storm sewer improvements
Stratford Ryland Recreation Center Lighting Plan	Preliminary/Final Development Plan	2 nd	
Kincaid Forest, Section 7B	Revision to Approved Construction Drawings	1 st	Sanitary sewer relocation
202 Wirt Street	Preliminary Final Development Plan	Approval	Constriction of an 8000 square foot office building
Hawks View Glen	Preliminary Subdivision Plan	2 nd	36 single family attached residential dwellings (townhouses)
South King Street Retail Center	Preliminary Final Development Plan	1 st	Construction of 20,000 square foot retail center
Turner Wilson	Final Development Plan	2 nd	Construction of 16 single family homes
Dulles Motor Cars	Final Development Plan	2 nd	Parking Lot Expansion

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
FEBRUARY 4, 2003 TO FEBRUARY 19, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Hawks View Glen	Preliminary Subdivision Plan	2 nd	36 single family attached residential dwellings (townhouses)

South King Street Retail Center	Preliminary Final Development Plan	1st	Construction of 20,000 square foot retail center
Sycolin Road Improvements	Preliminary/Final Development Plan	1st	Road Improvement Plan
Goddard Day care	Preliminary/Final Development Plan	2 nd	Proposal for an 8000 square foot Day Care Construction
Dulles Motor Cars	Final Development Plan	2 nd	Parking Lot Expansion
Leesburg Country Club	Boundary Line Adjustment	Approval	
Turner Wilson	Final Development Plan	2 nd	Construction of 16 single family homes
Jafari Office Building	Preliminary/Final Development Plan	1 st	Construction of an 7170 square foot office Building
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COMPREHENSIVE PLANNING

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The applicant is making revisions to the plans.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meeting be scheduled at this time; staff continues to review the application.

SE 2002-10: Leesburg Brewing Company – Located at 50 E. Catocin Circle, N.E., this application is for a brewpub use inside the office building which is currently under construction at the same address. Both the applicant and staff are working on a traffic analysis for this use. A preview before the Planning Commission was held on February 6th and a public hearing before the Planning Commission is scheduled for February 20, 2003.

SE 2003-01: Leesburg Auto Car Wash – Located on Catoctin Circle, adjacent to the Leesburg Rescue Squad. The applicant is seeking to amend a previously approved special exception. A joint public hearing between Planning Commission and Town Council is scheduled for March 11, 2003.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street. Both staff and the applicant are currently reviewing the plans.

SE 2002-12: KFC/A&W. The application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). Both staff and the applicant are currently reviewing the plans.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. The item will be back on the agenda for the February 24th Council meeting.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment: Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). The Planning Commission is acted on this application at the January 16, 2003 meeting, recommending approval. A preview was held before the Town Council at the January 27th meeting and a public hearing was held February 11th. The Town Council suspended rules and unanimously voted to approve this application.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

Zoning Permits Issued 03-136 to-03-213

Zoning Permits Issued Residential

Edwards Landing 12 SFA @ \$100,000

Kincaid Forest 4 SFD @ \$100,000

Stratford 4 SFA @ \$75,000
Drymill 6 SFA @ \$65,000
Stowers 2 SFD @ \$100,000

Zoning Permits Issued Commercial

319 E Market Street Replace Antenna's for Verizon @ \$15,000
2A Cardinal Park DR SE #206 Interior Renovations Dentist Office \$20,000

Occupancy Permits Issued Residential

Potomac Crossing 6 SFA 2 SFD
Kincaid Forest 2 SFD 2 SFA
Edwards Landing 1 SFD

WATER & SEWER ADMINISTRATION

During this time frame there were:

- 39 Public Facility Permits issued totaling \$347,977.00 23
- work orders issued for meter sets
- 12 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System Improvements – The progress on Cherry Lane is slow due to weather problems encountered recently.
- During this period, two plans were received for development within the service area.
- A contract for the Woodlea Manor Mini-Zone Pump Station is being processed and will hopefully be signed soon. Survey work will begin as soon as weather permits.

TOWN OF LEESBURG

Full-time vacancies as of February 21, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
<i>Finance</i>	1	Staff Accountant	1/1/03	√	√				
<i>Eng & PW</i>	1	Maintenance Worker I	10/31/02	√	√	√	√	√	√
	1	Maintenance Worker I	10/18/02	√	√	√	√	√	√
	1	Senior Engineer	7/1/02	√	√	<u>Frozen</u>			
<i>Parks and Rec</i>	1	Program Supervisor	1/21/03	√	√				
<i>P&Z</i>	2	Senior Planner	7/1/02	√	√	√			
	1	Planner	7/1/02	√	√	√	<u>Frozen</u>		
	1	Planning Assistant	2/10/03	√	√				
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen</u>			
	2	Police Sergeant	1/6/03	<u>Internal</u>	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>On hold</u>					
	1	Cross Conn. Comp. Off.	1/2/03	√	√				
<i>Util Lines</i>	1	Inspector	11/8/02	√	√	√	√		
	1	Maintenance Worker II	11/1/02	√	√				
<i>Wastewater</i>	1	Maintenance Worker II	11/19/02	√	√				
<u>TOTAL</u>	18								

R.S. Noe